



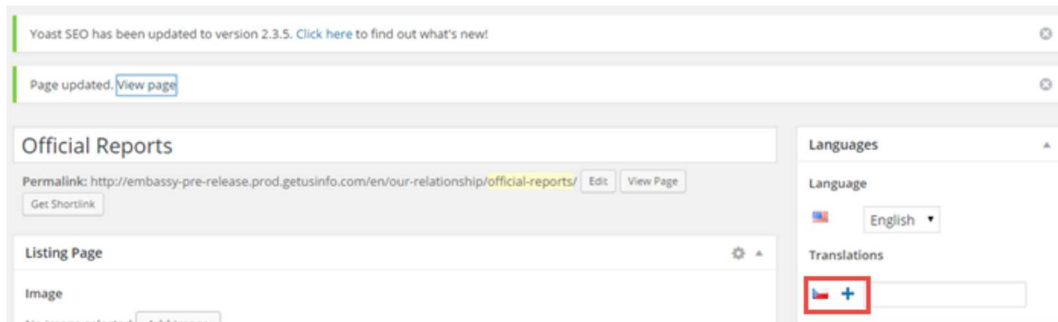
MWP 1.0

Language Pages and Posts

Creating New Pages

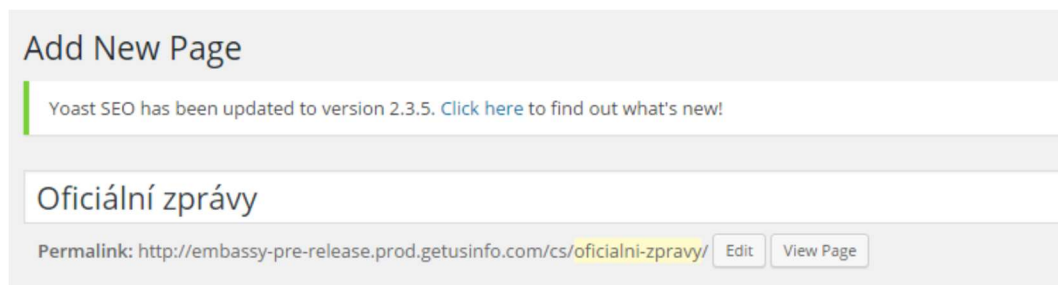
New Pages

1. Navigate to the page that should be translated.
2. Click **EDIT**.
3. From the **EDIT** screen, Click the + icon in the **LANGUAGE BOX**. A new, cloned page will load.



4. Enter the **TRANSLATED PAGE TITLE**.
 - a. Once the title has been entered, the URL will display.

Note: The URL for a language page has the Two-letter language identifier after the .gov as part of the URL.





5. Update the remainder of the page with the translated content.
6. Click **PUBLISH**.
7. View the Page. The **TRANSLATION BOX** should automatically appear in the sidebar.



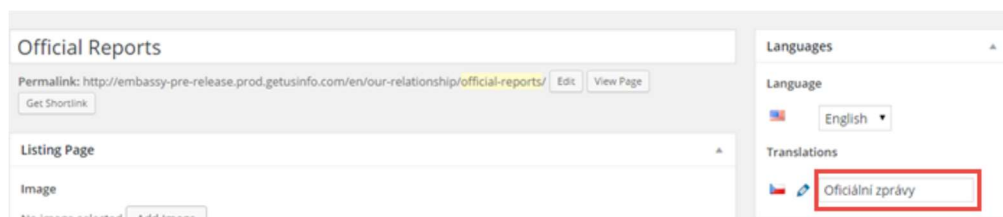
8. Click the “English” link in the **TRANSLATION BOX**.
9. Confirm that the **TRANSLATION BOX** is now appearing on the English Language Page as well.

Deleting a Translation

1. Navigate to the page that should be deleted.
2. Click **EDIT**.
3. Click **MOVE TO TRASH**.



4. Navigate to the English Language Page.
5. Click **EDIT**.
6. Remove the text from the **TRANSLATIONS** field in the **LANGUAGE BOX**.





7. Click **UPDATE**.

Baseline Pages

All **BASELINE** pages are automatically available in the language version of the website. When working on an import or creating a translation for a baseline page:

1. Navigate to the page that should be translated.
2. Click the language link in the **TRANSLATION BOX**. The translated page will load.
3. Click **EDIT**.
4. Enter the **TRANSLATED PAGE TITLE**.
 - a. Once the title has been entered, the URL will display.

Note: The URL for a language page has the Two-letter language identifier after the .gov as part of the URL.

5. Update the remainder of the page with the translated content.
6. Click **UPDATE**.

Note: To simplify this document, instructions for pages were created. Language translations of Blog Posts are created in the same manner.